

How to Get Started

Ask for a Rental Information Packet to be mailed (call 763-767-6575) or picked up a packet at Coon Rapids City Center, 11155 Robinson Drive, Coon Rapids, MN 55433.

A Rental Information Packet contains:

- a rental license application & background check forms,
- City Code Section 12-900 Licensing of Rental Dwellings,
- Inspection Points Checklist,
- Landlord and Tenants Rights and Responsibilities,
- Principles of Successful Rental Property Management Brochure,
- City of Coon Rapids Rental Dwelling License Brochure,
- Crime Free Rental Housing Phase I Training Information

Rental packet is available online:

<http://www.coonrapidsmn.gov/703/Rental-Properties>

Application materials for all new rental licenses must be submitted at Coon Rapids City Center in person.

Low interest loans are available for improvements to rental properties. For more information, please call CEE Lending Center (Center for Energy and Environment) at 612-335-5885 or visit mnlendingcenter.org.



Rental Dwelling License

Rental license process, contact information, rental inspection information



Coon Rapids City Center
11555 Robinson Dr NW
Coon Rapids, Minnesota 55433
(763) 767-6575
www.coonrapidsmn.gov/housing



This document is designed to help you understand the rental licensing process, provide contact information, and help you prepare for the rental inspection prior to obtaining a rental dwelling license.

Rental License Program is Required

The operation of rental properties is a business enterprise that includes certain responsibilities. Rental Owners, Operators and Managers are responsible to take reasonable steps as are necessary to ensure that the citizens who occupy such rental units, as well as neighboring properties, may pursue the quiet enjoyment of the normal activities of life in surroundings that are safe, secure, and sanitary, free from noise, nuisances and annoyances, and free from unreasonable fears about safety of persons and property.

When is a License is Not Required

- A license is not required if the property is recorded with Anoka County as a relative homestead or a recorded contract for deed.
- A license is not required for Snowbirds.
- A license **is** required for Rent to Own and purchase agreements.
- The license fees are waived for deployed active military personal.

Conversion Fee

- An owner occupied single family, town home, condo or twin home that has not previously been a registered rental property and is converted to a rental property shall pay a conversion fee of \$500. The conversion fee went into effect on September 1, 2009.
- The one time conversion fee includes the rental license application and inspection fees for the first year. (It does not include fees for required training or background check.)

Rental License Program Summary

- A rental license application and owner background check documents are required to be submitted with the appropriate fee or conversion fee.
- A property manager is required to be assigned if the property owner lives outside of the Twin Cities Metropolitan Service Area.
- Completion of an eight hour Crime Free Rental Housing Phase I Training is required (from Coon Rapids or another city).
- A basic maintenance and safety inspection of the rental property by a City Housing Inspector is required.
- A Rental License will be issued when all information, fees and inspections have been passed.
- Annual license renewal fee is \$100.

Crime Free Owner/Agent Training

- Owners/Agents are required to attend an eight-hour Crime Free Rental Housing Phase I Training through the City of Coon Rapids or submit a certificate of completion from another city.
- Pre-registration is required for all Crime Free Training courses.
- Coon Rapids training availability can be accessed by going online to the City website:
<http://www.coonrapidsmn.gov/262/Crime-Free-Multi-Housing>
- Other cities training availability can be accessed by going online to:
<http://www.mncpa.net/calendar/>
- Or by calling the Neighborhood Reinvestment Division at 763-767-6575 or 763-767-6420.

If you have additional questions regarding the Rental License Program, contact the Neighborhood Reinvestment Division 763-767-6575 or 763-767-6420.